

**Lynchburg Parking Authority
Minutes**

**City Manager's Office
900 Church Street
Lynchburg, VA 24504**

**Tuesday, December 14, 2010
3:00 p.m.**

Members Present: Michael Gillette, Tom Gerdy, Ed Koepenick, J. Randolph Nelson,

Staff Present: Kim Payne, Norman Hale, Cheryl Foxx, Ann Riley, Gwendolyn Carter

Others Present: Alicia Petska

Meeting was called to order by Councilman Gillette.
The October 12 minutes were approved.

Old Business

Review Parking Authority Work Plan

No revisions from the Authority. Next step is to adopt the Plan. No formal action is required.

Q – Tom Gerdy – Did you get an interpretation of resident and residence?

A – Norman Hale - Walter Erwin, City Attorney said that it can be interpreted either way. It depends on the intent of the Authority. The first permit attached to a particular address is \$25.00 and additional permits attached to the same address will be \$50.00 each.

A - Kim Payne – We will look at the code and the website to make sure they are consistent. The language needs to be absolutely clear. Kim will make sure it is consistent.

Review of future Vision of Parking Operations

No comments on the vision.

Q - Norman Hale – Is the intent still to make the parking program an Enterprise Fund? The Parking Authority has been separated from the rest of the budget. We need to make sure we have revenues to support what we want to do.

Kim stated that he needs to see a revenue report for the last 5 months. We need to make sure we have revenue to support what we need to do and we also need to decide what we're going to do with Lynch's Landing.

Q - Tom Gerdy – Do we know if a city of our size and makeup can operate autonomously?

A – Kim Payne – We've got to be willing to do some things that are going to be unpopular. We need to put the pay stations on the street to maximize the revenue. Kim is concerned that it may not be enough revenue to operate. We can't put meters on the street with the staff we have now.

Q – Councilman Gillette – What is the delay?

A - Kim Payne – Handhelds are not operating fully. Getting enforcement on the street must be enhanced.

Kim stated that there is a lot more housing downtown. The pressure that was on Main Street and Church Street has now moved to Jefferson Street and Court Street.

Kim wants to know if we have the revenue to put the people in place to manage the system. We still need to determine how revenue and tickets get processed through the Finance Department.

The plan is to get paid parking on Court Street, Main Street, Church Street and Jefferson Street.

Q - Tom Gerdy – What about the signs for the Depot Grille's lot?

A – Norman Hale – We are working with traffic. We also need to determine how we control those spaces.

Norman stated that a 6 month revenue report will be presented at the February 8, 2011 meeting.

Norman stated that in the last 3 months we have generated over \$5,000.00. We are seeing a steady increase in revenue. People seem to like the pay stations. Gwen is writing between 100 and 160 tickets per month. Twenty dollars (\$20.00) is the lowest ticket. Handicap violations are \$100.00.

Q - Randolph Nelson – Have computers had problems with pay stations not working properly?

A - Norman - No. When someone appears to be having a problem, the person is not reading the instructions. We have had a few minor problems with impark, but this issue has been taken care of.

Councilman Gillette – Council members will be rotating off, but it's premature at this time. We don't have a chairperson. Do we want to discuss a new chairperson? We will decide on a chairperson to be selected at the next meeting. Norman stated that there are two applications that we need to review.

Review revised Parking Facilities Permit Agreement

These permits are multipurpose and will work for all the lots per Kim. These are available to anyone, but are strictly for monthly permits. Residential permits are different.

Q - Tom Gerdy – Is there any provision if a person has a vehicle and drives another vehicle?

A – Norman Hale – It is up to the person to move the tag to each vehicle.

Q - Ed Koeppen – Can permits be used anywhere?

A - Norman Hale - Only intended for the parking facility you bought the permit for.

Q -Tom Gerdy – What about overflow issues?

A – Norman Hale – We don't have any at this time; however, one may pop up at anytime with the exception of Clay Street Parking Deck.

Social Services City vehicles will be moved into the Mid-Town Parking Deck. This will allow the creation of 10 residential permits in (Lot J) Social Services lower parking lot. We don't want to oversell right now per Kim.

Q - Randolph Nelson stated that people are willing to pay \$40.00 not \$50.00.

Kim – Let's see how much we can sell for \$50.

Holiday inn signed a contract with Genworth.

Next Steps

Choose a new chairperson;

6 month revenue report for February meeting;

Discuss Norman's staff;

Discuss taking over parking for Lynch's Landing;

Bring budget proposal to meeting next time.

Museum will strictly monitor their permits.

Q – Tom Gerdy – Does our software have the capability of tracking specialty permits?

A – Norman Hale – Yes. We have that ability.

Ann Riley explained that police officers need a space in front of the west building to make quick runs.

There is an issue with unmarked police vehicles parking on the top of Clay Street deck. Ann will relay to appropriate personnel that all officers should park on 1st level. Kim will follow up.

Gwen gave a demonstration of the handheld unit.

Koepenick will not be at the next meeting.

Meeting Adjourned

Next Meeting – February 8, 2011